

DSA Project Inspector Examination Information and Application Package

Examination dates may be cancelled if the number of applicants is too low. Applicants will automatically be transferred to the next exam date.

2003 Exam Dates:

February 19, 2003	March 19, 2003	April 22, 2003
May 21, 2003	June 18, 2003	July 16, 2003
August 20, 2003	September 17, 2003	October 15, 2003
November 19, 2003	December 17, 2003	

Applications will be accepted on a continuous basis. Upon acceptance, the applicant will be scheduled for the next available exam date and will be notified of the time and location. Exam dates will generally cease to be available approximately one month prior to the exam date.

Contents:

	<u>Page #</u>
General Information	-
Application and Experience Record Forms	-
Application Instructions	1
Project Classifications	2
How to Fill-Out Experience Record Forms	3
Choosing Projects for Your Experience Record	4
Qualifying Experience Limitations	5
Experience Guidelines	6
Attachment:	
Frequently Asked Questions	-

Exam Application Fee:

The exam application fee is \$225.00 (non-refundable)

Availability of Application Form:

Additional application forms are available on our website: www.dsa.ca.gov.
For Project Inspector Application and instructions click on "Inspector Info."

The exams will be based on the 2001 Title 24 codes.

DSA Project Inspector Examination

General Information

The Project Inspector examination is designed to determine the competence of the applicant in the areas of common construction practice, plan reading, techniques of construction and inspection as well as knowledge of applicable codes and regulations.

Each examination consists of two parts; a 'plan reading' part in the morning and a 'code' part in the afternoon. Applicants must pass both parts of the exam to obtain certification. Each part lasts three hours. There will be 30 minutes allowed prior to the plan reading part to review the drawings provided. One hour is allowed for lunch. Lunch is **not** provided. Examinations will be held in northern and southern California, the number of locations will depend on the number of candidates.

Fee

The fee for the examination is \$225.00, **non-refundable**. Applicants who do not qualify to take the exam will **not** receive a refund, but may submit additional information and re-apply for a future examination one time (within six months) without submitting an additional fee. Applicants who are accepted and are not able to attend the exam for any reason will receive a one-time transfer to a future examination within six months.

Application

Applications are accepted on a continuous basis. Upon acceptance applicants will be assigned to the next available examination date based on space available and will be notified of the location and starting time. Applicants may request transfer to a later exam date (within six months), one time only, at no charge. Note that certain examination dates may be cancelled when the number of accepted applicants doesn't meet expectations. In this event applicants will automatically be considered for the next available exam date (this would not count as a transfer).

Exam Qualification

Qualified applicants will be notified by mail of acceptance to take the examination at least two weeks before the examination date.

Applicants who do not qualify for the examination will automatically be evaluated for the Assistant Inspector Program for no additional fee. Applicants who meet the experience requirements and who have submitted at least two acceptable "Design Professional Letters of Recommendation" from California licensed architects and/or structural engineers will be automatically accepted into the Assistant Inspector Program and posted on the DSA website.

Exam Results

Exam candidates will be notified of the examination results approximately 28 days after the examination date.

Certification does not guarantee that an individual will be approved for any school project. Experience, workload and past performance will be evaluated and considered on each specified project by the DSA field engineer in the Regional office.

Re-Certification

Candidates who pass the examination will be required to re-certify every four years. Re-certification requirements are described on our website at www.dsa.ca.gov. Click on "Inspector Info" and search for "Inspector Re-Certification Information."



PROJECT INSPECTOR EXAMINATION APPLICATION

Office Use Only

ID# _____

CK# _____

PREFERRED EXAMINATION DATE (Check one):

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> February 19, 2003 | <input type="checkbox"/> March 19, 2003 | <input type="checkbox"/> April 22, 2003 | |
| <input type="checkbox"/> May 21, 2003 | <input type="checkbox"/> June 18, 2003 | <input type="checkbox"/> July 16, 2003 | <input type="checkbox"/> August 20, 2003 |
| <input type="checkbox"/> September 17, 2003 | <input type="checkbox"/> October 15, 2003 | <input type="checkbox"/> November 19, 2003 | <input type="checkbox"/> December 17, 2003 |

Examination dates may be cancelled if the number of applicants is too low. Applicants will be transferred to the next exam date.

TIME: Part 1 (Plan Reading) Approximately 8:00 AM – noon
Part 2 (Code Knowledge) Approximately 1:00 PM – 4:00 PM

FEES: \$225.00 (non-refundable)

Please make checks (no credit cards) payable to: Division of the State Architect
Mail application and fee to: DSA, 1130 K Street, Suite 101, Sacramento, CA 95814

APPLICANT'S NAME:

_____ Last Name

_____ First Name

_____ MI

CANDIDATES WITH DISABILITIES OR SPECIAL REQUESTS: If you have a disability or special need that restricts your ability to take a test under standard conditions you may request special testing arrangements. **The request must accompany this application.** For disabilities, clarification of both the disability and the need for special accommodations by a licensed medical professional is required.

CERTIFICATION: I hereby certify under penalty of perjury that I am the person indicated above, that I meet all the requirements to take this examination, and that all information given is true and complete. I understand that any false statement will be cause for voiding this application and any subsequent certification. I further certify that I will not reveal the contents of the examination to anyone and affirm that I will abide by the rules of the examination. I understand that upon certification, my name and phone number will be available to the public.

Signature: _____ Date: _____

Address: _____ Day Phone #: _____

City: _____ State: _____ Zip: _____ Pager #: _____

County: _____ Home Phone #: _____

Date of Birth: _____

Which exam are you applying for? ☐ Class 1 ☐ Class 2 ☐ Class 3 ☐ Class 4

Which part are you applying for? ☐ Both ☐ Part 1 (Plan Reading) ☐ Part 2 (Code Knowledge)

Exam Location Preference: ☐ Northern California ☐ Southern California

Prerequisite (see list on page 1 of the instructions) and/or inspector certifications already held. Copies of certifications/licenses/diplomas are required.

Description: _____ Certificate/License #: _____

EDUCATION:

School/College/University _____ Degree/Certificate _____ Date Graduated _____

Office Use Only

A _____

P _____

E _____

Class 1 or 2 Experience Record Form

(Class 3 or 4 applicants may use this 'project based' form also)

One form must be submitted for each project.

All experience must be submitted on Experience Record Forms. Resumes are not accepted.

DSA Use Only

Experience Record Form# (Number each form for easy reference, e.g. 1, 2, 3): _____

Project Name: _____

Project Location (City/State): _____

Employer: _____ Phone # _____

Address of Employer: _____

DSA File Number and Application Number (if applicable): _____

My duties on this project commenced on _____ date and ended on _____ date.

During this time period ____% of my total work time was spent on this project.

Project Description: (Check all that apply) **Approximate Cost: \$** _____

- ☐ New Construction (approx. sq ft: _____) ☐ Addition (approx. sq ft: _____) ☐ Relocatable
☐ Alterations (including seismic upgrades, fire repairs and rebuilds – describe below).

Type of building (for new construction or additions only)

- ☐ Single family (or duplex) residential ☐ Multi-family residential ☐ Commercial Bldgs
☐ School (under DSA jurisdiction) ☐ Hospital Bldgs ☐ Military Bldgs
☐ Other structures: _____

Primary lateral load-resisting system (for new construction and additions only)

- ☐ Plywood shear wall ☐ Concrete or masonry shear wall
☐ Concrete or steel moment or braced frame ☐ Other: _____

Your Duties and Responsibilities: (Please check one. See pages 6 of instructions.)

- ☐ General Superintendent in charge of all aspects of construction
☐ Tradesman – CHECK ONE: ☐ Foreman ☐ Journeyman ☐ Apprentice
 INDICATE TRADE: ☐ Carpenter ☐ Concrete ☐ Steel ☐ Mechanical or Plumbing
 ☐ Electrical ☐ Other (describe) _____
☐ Project Inspector (personally inspecting all aspects of the work on a continuous basis)
☐ Special Inspector (describe scope of work inspected below)
☐ Assistant School Inspector (describe scope of work below)
☐ Non-DSA Building Inspector (e.g. local building department inspections etc. – describe below)
☐ Architectural or Engineering Design (describe responsibilities below)
☐ Construction Manager/Administrator (describe responsibilities below)
☐ Other (describe below): _____

Additional information: _____

I certify under penalty of perjury that the information I have entered on this application is true and complete. I further understand that any false, incomplete, or incorrect statements may be cause for voiding this application and any subsequent certification. I authorize the employers identified on this application to release any information they may have concerning my employment to the State of California.

APPLICANT'S SIGNATURE

DATE SIGNED

Optional Class 3 or 4 Experience Record Form

(This 'employment based' form may be used by class 3 or 4 applicants only)

Experience must be submitted on an Experience Record Form for each employer in which experience is to be considered. Resumes are not accepted.

DSA Use Only
Months _____
Class _____

Experience Record Form# (Number each form for easy reference, e.g. 1, 2, 3): _____

Employer: _____ Phone # _____

Address of Employer: _____

My duties with this employer commenced on _____ and ended on _____.
date date

During this time period I worked an average of _____ hours per week for this employer.

Indicate the types of projects for which you have had experience during this time period:

Project Descriptions: (Check all that apply)

- ☐ New Construction (approx. sq ft: _____) ☐ Addition (approx. sq ft: _____) ☐ Relocatable
☐ Alterations (including seismic upgrades, fire repairs and rebuilds – describe below).

Identify types of buildings for new construction or additions

- ☐ Single family (or duplex) residential ☐ Multi-family residential ☐ Commercial Bldgs
☐ School (under DSA jurisdiction) ☐ Hospital Bldgs ☐ Military Bldgs
☐ Other structures: _____

Indicate duties and responsibilities for which you have had experience during this time period: (Check all that apply. See pages 3 and 6 of instructions.)

- ☐ General Superintendent in charge of all aspects of construction
☐ Tradesman – CHECK ONE: ☐ Foreman ☐ Journeyman ☐ Apprentice
INDICATE TRADE: ☐ Carpenter ☐ Concrete ☐ Steel ☐ Mechanical or Plumbing
☐ Electrical ☐ Other (describe) _____
☐ DSA Approved Project Inspector
☐ OSHPD Approved Inspector of Record
☐ Special Inspector (describe scope of work inspected below)
☐ Assistant School Inspector (describe scope of work inspected below)
☐ Non-DSA Building Inspector (e.g. local building dept. inspections, etc. – describe below)
☐ Architectural or Engineering Design
☐ Architectural or Engineering Construction Administration
☐ Construction Manager/Administrator (describe responsibilities below)
☐ Other (describe responsibilities below): _____

Additional information: _____

I certify under penalty of perjury that the information I have entered on this application is true and complete. I further understand that any false, incomplete, or incorrect statements may be cause for voiding this application and any subsequent certification. I authorize the employers identified on this application to release any information they may have concerning my employment to the State of California.

APPLICANT'S SIGNATURE	DATE SIGNED



PROJECT INSPECTOR EXAMINATION APPLICATION INSTRUCTIONS

The following four items must be submitted to apply for the examination:

- 1. Application:** Fill out the attached application (do not use old applications for previous exams); include daytime phone numbers and pager numbers where you can be reached. Note that applicants must be at least 25 years old to qualify for the examination.
- 2. Fee:** \$225.00 non-refundable (checks or money orders only, credit cards are not accepted).
- 3. Prerequisite:** One of the following prerequisites is required in addition to the experience requirements. Send a copy of any one of the prerequisites. It is not necessary to send ICBO certificates, or other certificates, that are not listed as acceptable prerequisites.
 - a) Certification of the International Conference of Building Officials as a UBC Building Inspector.
 - b) Certification of the American Construction Inspectors Association as a Registered Construction Inspector, Division II (Building).
 - c) Certification of the Division of the State Architect as a Relocatable Building Inspector – In-plant or prior approval as a Project Inspector on a California hospital or public school project.
 - d) A degree in architecture or engineering from an accredited college or university (for foreign colleges or universities only submit copies of transcripts and a description of technical classes).
 - e) California licensed architect or California registered professional engineer (civil or structural).
 - f) California State Licensed General Building Contractor. License must be current and active. Applicant must be the "Qualifying Partner" if the license pertains to a partnership.
 - g) Letters of recommendation from two California licensed architects and/or registered structural engineers. A sample form letter is available on the DSA website: at www.dsa.ca.gov, click on "Inspector Info."
 - h) Employed by the State of California as a building construction inspector.
- 4. Experience Record Forms:** (Read all instructions carefully before filling out Experience Record Forms). The experience requirements are the most important part of your application. Thirty-six (36) months of qualifying experience is required. Experience must be gained in the classification of construction appropriate to the examination class for which you are applying (except for prior school Project Inspector experience, see page 4). Descriptions of project classifications are on page 2. Also, the maximum amount of experience that qualifies towards the exam is limited for various aspects of construction (see Qualifying Experience Limitations on page 5). The intent is to require each applicant to have a wide variety of construction experience to qualify. For example, 3 years of special inspection experience will only count for up to 12 months towards the Class 1 or 2 exam. Therefore, it is not necessary to document all 3 years of special inspection experience on your Experience Record Forms unless you are applying for the Class 3 or 4 exam. See page 3 for instructions on "How to fill out Experience Record Forms."

Project Classification:

There are four classifications of construction projects as defined below. All projects are "classified" by DSA during plan review. An individual must hold a certificate of the appropriate class to apply for the position of "Project Inspector" for a specific project. Individuals must be evaluated and approved by the owner, project architect, structural engineer, and DSA for each specific project prior to start of construction.

Class 1:

- Buildings or additions of 2,000 square feet or greater that utilize materials other than wood-frame shear walls (masonry/concrete shear walls, steel brace frames, concrete, or steel moment-resisting frames) as the primary lateral load-resisting system.
- Substantial structural alterations to the gravity and/or lateral load-resisting system of the building types described above.

Class 2:

- Buildings or additions over 2,000 square feet or greater that utilize wood-frame shear walls as the primary lateral load-resisting system. Projects may be single or multi-level, not limited in floor area, and generally have an estimated cost of under \$8,000,000. The project may contain incidental masonry, concrete and/or structural steel construction (e.g. gravity load carrying columns and beams). Buildings may have isolated exceptions to the lateral load-resisting system, such as a steel brace frame at one location in the structure.
- Buildings or additions of less than 2,000 square feet in floor area that have primary lateral load-resisting systems utilizing concrete, masonry or steel construction. A single-story masonry building with a regular configuration (see C.B.C. Sec. 1629A.5.2), a floor area of less than 7,000 square feet, and a wood-frame roof structure *may* be considered to be a Class 2 structure.
- Two-story relocatable buildings (on-site construction) utilizing shop-fabricated building frames.
- Alteration, modernization, and reconstruction projects that exceed the limitations of the Class 3 scope of work, but do not include substantial alterations to structural systems of concrete, steel or masonry.
- Non-building structures that exceed the limitations of the Class 3 scope of work.

Class 3:

- Buildings or additions of wood-frame, single-story construction, with conventional (spread footing) concrete foundations and a total floor area less than 2,000 square feet. Structures must utilize wood-frame shear walls as the primary lateral load-resisting system. The project may include isolated steel or concrete elements (e.g. steel or concrete columns).
- Structural alteration projects limited to wood-frame, single-story construction. When deemed appropriate by DSA, alterations to (or addition of) isolated steel, masonry or concrete elements may be included in Class 3 projects. Alteration projects involving significant changes to the lateral load-resisting system may be classified as Class 2 projects.
- Alteration and modernization projects that are primarily non-structural, such as electrical, mechanical, plumbing, disabled access features, and site improvement work, generally with an estimated cost of under \$1,000,000.
- Non-building structures, such as signs and poles less than 35' in height, bleachers with a maximum of 5 rows of seats, walls less than 10' in height above grade, and single-story canopies less than 200 square feet in horizontal projected area.

Class 4:

- Site installation of premanufactured, single-story relocatable buildings.

Inspectors who pass the Class 1 examination are qualified to apply for any project. Class 2 inspectors may apply for Class 2, 3 or 4 projects. Class 3 inspectors may apply for Class 3 or 4 projects. Class 4 inspectors may only inspect Class 4 projects.

How to Fill out Experience Record Forms for the Class 3 or 4 Exam:

1. **Experience Record Form #.** A separate experience record form will be required for each employment period. Number each form sequentially. The first form should be your most recent job. To record different types of duties and/or different types of construction that occurred with the same employer use separate Experience Record Forms labeled 1a, 1b, etc.
2. **Employer, address, and phone number.** If you were self-employed, use the name of the entity you contracted with as the "Employer." Every effort must be made to obtain all information; DSA reserves the right to disallow experience for which incomplete information is submitted.
3. **Start/end dates.** Report start/end dates for the time you were employed to the nearest month.
4. **Duties and responsibilities.** Check all boxes that apply; if you served in more than one capacity indicate the approximate percentage of time spent on each type of experience. Attachments may be required to describe your responsibilities clearly for certain categories. See page 6 for descriptions of the duties and responsibilities for each category. Check "Other" if your duties and responsibilities do not match any of the categories described.

Class 3 or 4 applicants may elect use the class 1 or 2 (project based) experience record forms.

How to Fill out Experience Record Forms for the Class 1 or 2 Exam:

1. **Experience Record Form #.** A separate experience record form will be required for each project. Number each form sequentially. The first form should be your most recent project. To record different types of duties and/or different types of construction that occurred on the same project use separate Experience Record Forms labeled 1a, 1b, etc.
2. **Project name, location, employer, etc.** If you were self-employed, use the name of the entity you contracted with as the "Employer." Every effort must be made to obtain all information; DSA reserves the right to disallow experience for which incomplete information is submitted.
3. **DSA file and application number.** To receive credit for school projects the DSA file and application numbers are required. OSHPD numbers must be reported in this space for hospital projects.
4. **Start/end dates.** Report start/end dates for your involvement in the actual construction time for the project to the nearest month.
5. **Percentage of time spent on project.** Generally, experience will be obtained at the rate of approximately 40 hours per week. In many cases some of the time spent on a particular project will not result in productive qualifying experience; this is understood and acceptable. However, if a project is shut down for more than two weeks, is part time, or involves significant (more than 10%) of the time spent on 'non-qualifying' duties, you must enter the percentage of your time spent on 'qualifying' duties only. If you divide a project into "subprojects" this space is used to report the percentage of your time spent on each part of the total project. The percentage of time indicated on all experience record forms must not exceed 100% during any time period.
6. **Duties and responsibilities.** Check only one box; if you served in more than one capacity on a project submit separate Experience Record Forms for each type of experience. Attachments may be required to describe your responsibilities clearly for certain categories. See pages 6 for descriptions of the duties and responsibilities for each category. Check "Other" if your duties and responsibilities do not match any of the categories described.

Choosing Projects for Your Class 1 or 2 Experience Record:

Resumes are not accepted in lieu of Experience Record Forms. Only experience submitted on Experience Record Forms will be evaluated.

Use a separate Experience Record Form for each project. Do not group different projects with the same employer together. For large projects that involve buildings of different types you may elect to split the project up into "subprojects" in order to describe your experience clearly.

Choose projects that are relevant to the class of exam for which you are applying. Experience on alterations, or seismic upgrade projects, is generally relevant to the Class 3 exam, not the Class 1, even if done on Class 1 type buildings.

Choose projects that reflect a variety of experience. You must have a broad range of construction experience to qualify for the exam. Most types of experience are limited as explained in the Qualifying Experience Limitations (see page 5). If you were an electrician for ten years you need not document all ten years of electrician experience if you are applying for the Class 1 or 2 exam because only twelve months will count (there is no limit on the amount of electrician experience if you are applying for the Class 3 or 4 exam). Choose projects that reflect your experience in other categories for the remainder of your experience.

Choose projects where your responsibilities included actual "hands-on" construction experience. Estimating, obtaining permits, and drafting do not qualify as experience towards the exam.

Prior school project inspection experience. If you are applying for an upgrade (from Class 2 to Class 1 for example) you may qualify to take the exam if you have twenty-four (24) months of experience as a project inspector at the next lower class. For example, if you have two years of DSA approved project inspector (**not** assistant) experience on the construction of new wood frame school buildings (Class 2 type buildings) you qualify for the Class 1 exam. Four years of experience as a project inspector on Class 3 projects also qualifies an individual to take the Class 1 exam. With the recommendation of your DSA field engineer, these requirements may be reduced by half.

Education. Many colleges and universities offer programs specifically for inspectors. Degrees in construction technology, engineering technology, engineering and architecture may also qualify. A copy of a diploma, and course descriptions, are required. Education may count for up to 12 months of experience towards the Class 3 or 4 exam only. Education does not count as experience towards the Class 1 or 2 exams (although a degree in engineering or architecture may qualify as a prerequisite, see page 1).

Qualifying Experience Limitations

Three years of qualifying experience is required. The maximum number of months for common types of construction experience is limited as shown in the table. (For example: A carpenter who has worked for 3 years *on new (ground-up) commercial building projects* may only count 12 months of carpentry experience towards the Class 2 exam, the other 24 months of experience must be gained in other categories.)

Most qualifying experience will fit into one of the categories shown below. If you have experience of a type that is not shown, that you feel may be qualifying, be sure to describe your duties in detail on the Experience Record Form(s).

Experience must be gained on projects fitting the description of the examination class for which you are applying.
See "Experience Guidelines" on the next page for definitions of Experience Categories and other important rules and exceptions.

	Construction		Inspection ¹			Design/ Administration	
Exam Class	General Superintendent	Tradesman	Special Inspector	Assistant School Inspector	Non-DSA Building Inspector	Architect or Engineer	Construction Manager/Administrator ²
1	No limit	12 months	12 months	12 months ^{2,3}	12 months ²	No limit	12 months
2	No limit	12 months	12 months	24 months ^{2,3}	24 months ²	No limit	12 months
3 ⁴	No limit	No limit	No limit	No limit	No limit	No limit	24 months
4 ⁴	No limit	No limit	No limit	No limit	No limit	No limit	24 months

Footnotes:

1. DSA Project Inspector experience is evaluated differently; see "Prior school inspection experience" on page 4.
2. Describe specific day to day duties in detail. Include an average percentage of time spent on each aspect of your duties.
3. Subject to the recommendation of your DSA field engineer.
4. Education and training from DSA recognized programs may count for up to 12 months of experience towards the Class 3 or Class 4 exam only. See "Education" on page 4.

Prior DSA Approval as School Project Inspector (These time requirements may be reduced by one-half with the recommendation of your DSA field engineer):

- a) Two years of prior DSA approved project inspector work on Class 4 school projects qualifies an individual for the Class 3 exam.
- b) Two years of prior DSA approved project inspector work on Class 3 school projects qualifies an individual for the Class 2 exam.
- c) Two years of prior DSA approved project inspector work on Class 2 (or four years on Class 3) school projects qualifies an individual for the Class 1 exam.

Experience Guidelines

General Information

Experience on residential construction only counts towards the Class 3 exam (not the Class 1 or 2).

Building construction experience gained outside of the United States is limited to one year. This limitation applies to the total of all experience.

These guidelines may not be appropriate to every situation. Experience that is not described below will be evaluated on a case by case basis. Applicants will be evaluated based solely on the written information submitted on their Experience Record Form(s). Verification of duties or employment may be requested at the sole discretion of DSA.

Construction:

General Superintendent. Supervision of all aspects of the construction and coordination of all crews and/or subcontractors. The general superintendent is the "at risk," on-site person in charge of the entire construction project. He or she is intimately familiar with the plans and specifications and provides quality assurance for the entire project. Administrative duties such as processing change order requests are secondary to the primary duties of the general superintendent (see Construction Manager/Administrator below).

Tradesman. Physically performing the work of carpentry, concrete, steel, electrical, mechanical, or plumbing on buildings. Painting, paving, carpet-laying, and other 'non-safety related' construction experience do not qualify. Generally, non-building experience (bridges, dams, mechanical plant installations, etc.) is not acceptable. Certain types of non-building experience may be accepted as a supplement to building experience on a case by case basis. Experience not related to building construction (for example, electrical work on automobiles) would not qualify.

Inspection:

Special Inspector. Welding, masonry, and other types of code required special inspection work.

Assistant School Inspector. You must be approved by DSA to be the assistant inspector on a school project. The experience gained by the assistant may vary widely. Generally, experience gained as an assistant will qualify towards the Class 3 examination. More responsible/extensive experience may qualify towards the Class 2 exam while less responsible/extensive experience may only qualify for the Class 4 exam. Verification of responsibilities by your DSA field engineer may be required.

Non-DSA Building Inspector. Residential inspections may qualify towards the Class 3 or 4 examination; commercial, public, and institutional building inspections may qualify towards the Class 1 or Class 2 exam on a case-by-case basis. Plan review or other non-inspection related duties do not qualify. Applicants will need to specify the percentage of time spent inspecting various types of construction and provide detailed information on the types of inspections performed as well as the types of buildings inspected.

Design/Administration Experience:

Architectural or Engineering Design. Building design experience only counts for California licensed Architects, Registered Structural Engineers, or Registered Civil Engineers.

Construction Manager/Administrator. Administrative duties related to organizing, planning and coordinating a construction project. Only experience gained on school projects under DSA jurisdiction qualifies. The CM generally cannot claim experience in categories that are the responsibility of others.

DSA Project Inspector Examination

Frequently Asked Questions

1. What should I bring to the exam?

Answer: You should bring the reference books that you would bring to the construction site to perform your inspections. The following is a list of things you may need; it is not meant to be an exhaustive list, nor will all reference books be of value during the exam:

- Your Site Admittance Form
- Your Picture Identification
- #2 Pencils and erasers
- A simple calculator (non-printing, self-contained, silent. Palm top computers are not allowed)
- The 2001 version of Title 24, Parts 1, 2, 3, 4, 5, 9 and 12
- West Coast Lumber Inspection Bureau (WCLIB) Lumber Grading Rules
- American Welding Society (AWS) D1.1, Structural Welding Code
- American Institute of Steel Construction (AISC), Steel Construction Manual
- ASTM reports for common construction materials and practices
- California State Accessibility Manual,
- National Fire Protection Association (NFPA) 13, 14, 17, 17-A, 24 and 72
- All other reference books that you would bring to the jobsite to perform inspections on a project. All commercially published, bound reference books are permitted. Please be aware that you may not have time to look up every question. Do not bring seminar or class handouts of any type (including DSA seminar binders). Do not bring the DSA "IR manual."
- Do not bring ring bound notebooks (ring bound codebooks are allowed), spiral bound books, or loose paper of any kind. Do not bring photocopies of any reference books. Do not insert any additional pages into your codebooks or other reference books.

2. How should I study for the exam?

Answer: The exam is meant to test for practical construction experience as well as knowledge of the code and the ability to read and interpret drawings. It is difficult for a person with no practical field construction experience to learn the detailed construction knowledge necessary to pass the exam from studying books or taking classes. The best teacher is actual experience, either performing construction or assisting another inspector on a large job. Of course, studying the codes and other reference books mentioned in question 1 above is also recommended. Some further resources that may be beneficial include:

- Classes which may be available at community colleges.
- Seminars provided by the American Construction Inspector's Association (ACIA), aimed at school inspection as well as more general inspection topics.
- ACIA monthly meetings where inspectors can share their ideas and experiences.

3. Does DSA provide training for prospective inspectors?

Answer: No. The inspector training seminars offered by DSA are for DSA certified project inspectors and DSA accepted assistant inspectors only. The DSA seminars concentrate on continuing education and code updates. DSA seminars are mandatory for all DSA project inspectors. The seminars are intended to ensure that project inspectors are knowledgeable of the rules, regulations, and standards that apply to the inspection of school construction.

DSA personnel participate in introductory training seminars provided by the American Construction Inspector's Association (ACIA). These seminars are recommended for individuals who are interested in becoming inspectors. ACIA may be contacted at (888) 867-2242.

DSA Project Inspector Examination

Frequently Asked Questions

4. **If I apply for the Class 1 test but do not qualify, can I change my application to the Class 2 or Class 3 test?**

Answer: No, you will have to pay an additional fee to be re-evaluated for the Class 2 or Class 3 test.

5. **If I take the Class 1 exam and miss passing by a small margin, will I be certified as a Class 2 (or Class 3) inspector?**

Answer: No, you must decide which exam you want to apply for and pass it. Even if you miss the passing score by only one point you will have to retest.

6. **What are the cost and cancellation policies?**

Answer: The cost is \$225.00 payable at the time you submit your application.

- No refunds will be made even if an applicant is not permitted to take the examination due to lack of age, prerequisite or experience. Read the instructions carefully before sending in your application and fee.
- Applicants who do not qualify may submit additional information and re-apply for a future examination one time (within six months) without submitting an additional fee. Applicants who still do not qualify will have to submit a new application fee to re-apply again.
- Applicants who do not qualify for the examination but do qualify for the assistant inspector program will automatically be accepted into the assistant inspector program for no additional fee.
- Applicants who are accepted but are not able to attend the exam for any reason will receive a one-time transfer to a future examination within six months. No cash refunds are available for cancellations.

7. **How do I get approved to do in-plant inspection of relocatable buildings?**

Answer: Relocatable Building Inspector In-Plant (RBIP) Certificates are issued to individuals who pass the RBIP test. The RBIP test is separate from the project inspector tests. The RBIP test is given on an individual, as needed basis. Contact Aimee Shiroma at (916) 323-5971 for an application and additional information on this program. Class 1 inspectors qualify to apply for "in-plant" inspection work and do not need an RBIP certificate.

8. **What kind of experience do I need to qualify for each class of examination?**

Answer: Experience requirements are described in detail in this application package.

9. **My construction experience doesn't fit into any of the categories; how do I report it?**

Answer: Mark "other" and describe your experience in the space provided at the bottom of the Experience Record Form. You may attach additional pages if there isn't enough space.

10. **I received a letter stating that additional information is required to qualify; what should I do?**

Answer: The boxes that are marked on your letter explain what additional information is required. Most applications are returned for further detail on the applicant's experience. The following suggestions may help to clarify your experience:

- Fill out the Experience Record Form with detailed information on your experience on a project-by-project basis; attach additional pages as required (resumes are not acceptable).
- Include pertinent information such as start and finish dates for each project and the percentage of time spent on separate tasks such as 'inspection' versus 'construction management'.

DSA Project Inspector Examination

Frequently Asked Questions

- Overlapping projects will only count once (if you did ten different projects over a three-month time frame you will be credited with three months of experience, not thirty).
- Emphasis experience in varying aspects of building construction, additional years of experience (beyond the maximum limits shown in the table on page 5) in a single trade are not considered qualifying. For example, a carpenter with 20 years of experience will not qualify for the Class 1 exam unless he has experience in other aspects of construction (Steel, electrical, special inspections, etc.). The Project Inspector on even a small school project must have knowledge in many facets of construction.
- Emphasize your construction experience. Practical field construction experience is generally considered to be at least as important as education in code and plan reading skills.
- DSA realizes that each applicant's experience and background are unique. If you have experience that is not addressed in the guidelines, or other special circumstances, this will be considered. If you have further questions please call Aimee Shiroma at (916) 323-5971.

11. I failed the "plan reading" part of the exam and passed the "code" part. Can I re-apply for the "plan reading" part only?

Answer: Yes, but the full fee is required with the application.

12. I failed the "plan reading" part of the Class 1 exam and passed the "code" part. Can I take only the "plan reading" part of the Class 2 exam or do I have to take both parts of the Class 2 exam?

Answer: You must take both parts of an exam class to receive a certificate even if you already passed one part of a more difficult exam.

13. Do I have to be certified to serve as an assistant inspector?

Answer: DSA has instituted an assistant inspector program to allow uncertified individuals to assist Project Inspectors under certain conditions. An application must be filed with the DSA headquarters office. If accepted, the individual's name and phone number will be posted on the DSA web site as an acceptable candidate for assistant inspector work. (A form DSA-5A must then be submitted to the DSA regional office describing the specific duties to be performed by the assistant inspector for each project). Further information is provided in IR A-7 and on the DSA website at www.dsa.ca.gov under "Inspector Info."

Other Miscellaneous Information:

Certification does not guarantee that an individual will be approved for any school project. Experience, workload and past performance will be evaluated and considered on a case-by-case basis by the DSA field engineer.

The fee for the examination is \$225.00, **non-refundable**. Applicants who do not qualify to take the exam will **not** receive a refund, but may submit additional information and re-apply for a future examination **one time** (within six months) without submitting an additional fee. Applicants who are accepted and are not able to attend the exam for any reason will receive a **one-time transfer** to a future examination within six months.

Applicants who do not qualify for the examination will automatically be evaluated for the Assistant Inspector Program for no additional fee. Applicants who meet the experience requirements and who have submitted at least two acceptable Design Professional letters of recommendation from California licensed architects and/or structural engineers will be automatically accepted into the Assistant Inspector Program and posted on the DSA website.